



I. Introduction

Statewide Vendor Registration is an Internet application that allows companies and individuals to register for North Carolina E-Procurement. By completing the registration, it allows companies to receive purchase orders for State Agencies, Community Colleges and School Systems. This registration also allows companies to respond to information solicitations for price quotes from those same entities by using eQuote.

This guide will provide detailed steps to complete the registration process. If there are any questions during the registration, please contact the NC E-Procurement Help Desk via phone at 888-211-7440, option 2, or via email at epservice@its.nc.gov.

Note: Per North Carolina State Term Contract requirements, only vendors and distributors registered with the Statewide Vendor Registration site are eligible to receive purchase orders. Both vendors and distributors are required to register within two (2) business days of notification of contract award.

II. Vendor Registration Login Page

1. Navigate to <https://vendor.ncgov.com> to begin registration.
2. On the right side of the page, enter the company name in the '**Vendor Name**' field and the company's federal tax ID number (without the dashes) into the '**Federal Tax ID Number**' field. The federal tax ID number is also known as the Federal Employer Identification Number (FEIN). The '**Vendor Name**' is the legal name of your business.

Note: The '**Vendor Name**' field has a maximum length of 30 characters (including spaces, punctuation, and special characters). Please enter as much of the company's name as will fit in the free-text field.

Note: Individuals registering with NC E-Procurement should enter their full legal name in the '**Vendor Name**' field and their Social Security Number in the '**Federal Tax ID Number**' field (without the dashes).

Note: Sole proprietorships registering with NC E-Procurement should enter the company's name in the '**Vendor Name**' field and the owner's Social Security Number in the '**Federal Tax ID Number**' field (without the dashes). The owner's full legal name will be entered later when entering the name that appears on the 1099 form on **page 6** of this guide.

3. Click '**Register**' to begin the registration process.

Statewide Vendor Registration

Vendor Registration

Welcome to the State of North Carolina's Vendor Registration Website!

If you have received your username in the mail, or have previously logged in, please enter your Username and Password in the "Vendor Login" box.

Otherwise, please enter your Vendor Name and Federal Tax ID Number in the "New Vendor Registration" box. Your Federal Tax ID should be entered without spaces or dashes.

Vendor Login

Username:

Password:

Login

[Forgot Username/Password?](#)

New Vendor Registration

Vendor Name:

Federal Tax ID Number:

Re-enter Federal Tax ID:

Register

PLEASE NOTE: If you want to receive electronic notification of solicitation notices you must also register in Vendor Link.
Click here: <http://www.lps.state.nc.us/lps/vendor/vndpubmain.asp>.

Minimum browser version required: Netscape Navigator 4.08 or Microsoft Internet Explorer 4.0.

Enter the company name and federal tax ID number to begin the registration process.



III. Required Information

1. Read the information listed on the 'Required Information' page and click 'Continue with registration.'

The screenshot shows the 'Required Information' page for Statewide Vendor Registration. On the left, a sidebar contains a 'Welcome' message for 'Company ABC', a list of registration steps with 'Required Information' selected, a 'Registration Summary' link, and a 'Logout' button. A red box highlights a message: 'Click Save or Continue to Save Your Changes on Every Page'. The main content area is titled 'Statewide Vendor Registration' and 'Required Information'. It includes a thank-you message, a list of required information items, a note about data defaulting, and a warning to contact the correct person. At the bottom, there are two buttons: 'Cancel this registration' and 'Continue with registration', with the latter circled by a dashed line.

E-Procurement

Welcome: **Company ABC**

- ☒ Required Information
- ☐ Username/Password
- ☐ Main Contact
- ☐ Company Information
- ☐ HUB Categories
- ☐ Locations/Contacts
- ☐ Commodity Selection
- ☐ Construction Codes
- ☐ eQuote
- ☐ Terms of Use
- ☐ VendorLink

Registration Summary

Logout

Click **Save** or **Continue** to Save Your Changes on Every Page

Statewide Vendor Registration

Required Information

Thank you for your interest in participating in the North Carolina eProcurement Vendor Registration. Please be aware that in order to complete the registration process you will need the following information about yourself or your business:

- A contact person for each of your locations
- Complete address for each of your locations (including details for sending purchase orders, payments and bills to each location)
- Commodity codes that describe the products and/or services you provide
- Tax filing information, if clarification of Tax ID or business name is needed
- Bank account information for electronic payment processing (optional)
- Your HUB information (Historically Underutilized Business)

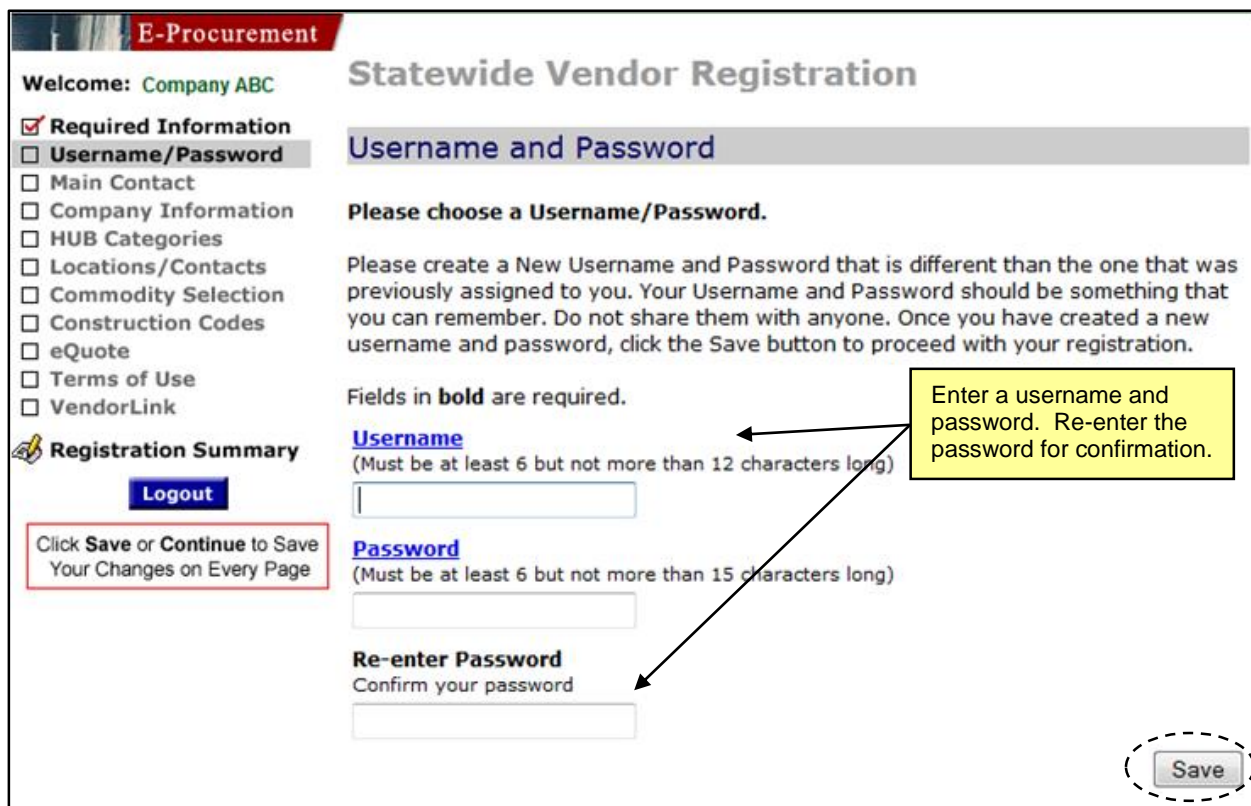
Please note: If you have done business with the state within the last year, much of the information you have provided to the State may be defaulted within the following screens. Please read and confirm the information, and correct it if necessary.

If you are not the person who can provide this information for your business, please contact that person and ask them to register for this site.

Cancel this registration **Continue with registration**

IV. Username/Password

1. Create a username and password for the account. The username should be 6-12 characters long and the password should be 6-15 characters long.
2. Click **'Save'** to continue with registration.



The screenshot shows the 'Statewide Vendor Registration' page with the 'Username and Password' section highlighted. On the left, a sidebar lists 'Required Information' with checkboxes for 'Main Contact', 'Company Information', 'HUB Categories', 'Locations/Contacts', 'Commodity Selection', 'Construction Codes', 'eQuote', 'Terms of Use', and 'VendorLink'. Below this is a 'Registration Summary' section with a 'Logout' button and a note: 'Click **Save** or **Continue** to Save Your Changes on Every Page'. The main content area is titled 'Username and Password' and contains instructions: 'Please choose a Username/Password. Please create a New Username and Password that is different than the one that was previously assigned to you. Your Username and Password should be something that you can remember. Do not share them with anyone. Once you have created a new username and password, click the Save button to proceed with your registration. Fields in **bold** are required.' There are three input fields: 'Username' (with a note '(Must be at least 6 but not more than 12 characters long)'), 'Password' (with a note '(Must be at least 6 but not more than 15 characters long)'), and 'Re-enter Password' (with a note 'Confirm your password'). A yellow callout box with arrows pointing to the 'Username' and 'Password' fields contains the text: 'Enter a username and password. Re-enter the password for confirmation.' The 'Save' button is circled with a dashed line in the bottom right corner.



V. Main Contact

1. Complete the '**First Name**', '**Last Name**', '**Title**', '**Phone Number**' and '**Email Address**' for the person responsible for completing the registration. This person will be contacted if there are any questions in the future about the account.

Note: Enter the phone number in 999-999-9999 format. If the Main Contact has an extension, include this information in the '**Phone Number**' field. The format of the extension is '**ex. 999.**'

2. Once the information is completed, click '**Save.**'

☐ Main Contact

☐ Company Information

☐ HUB Categories

☐ Locations/Contacts

☐ Commodity Selection

☐ Construction Codes

☐ eQuote

☐ Terms of Use

☐ VendorLink

Registration Summary

Click **Save** or **Continue** to Save
Your Changes on Every Page

Main Contact

Save

Please enter the Contact information for the person responsible for entering this Vendor Registration information. The Main Contact person for your account will be contacted if there are any questions about your registration. Once you have entered and/or updated your contact information click the Save button to proceed with your registration.

Fields in **bold** are required.

First Name

Last Name

Title
Example: President, Vice President

Phone Number
Provide toll-free number if available
Example: 999-123-4567, 123-456-7890 ex. 123

Email Address
Example: Jane@hercompany.com
 If you don't have an email address, please visit the
[Yahoo! Free Email Site](https://login.yahoo.com) (<https://login.yahoo.com>), and click on Sign Up.

Confirm Email Address
Please confirm your email address by re-entering it here.

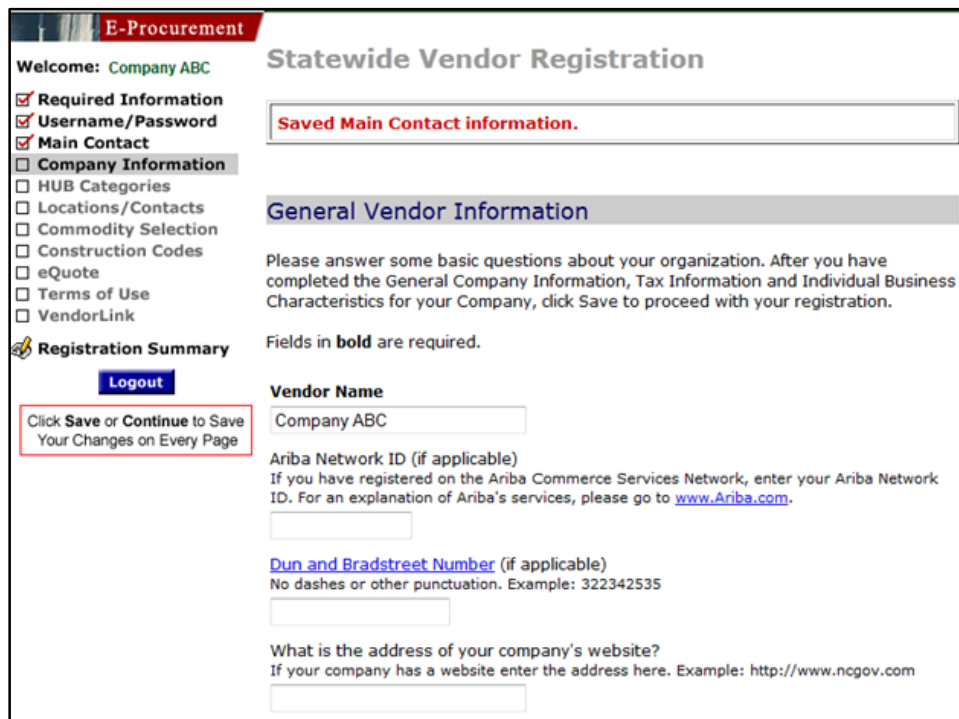
VI. Company Information

1. The **'Company Information'** page will answer basic questions about the organization.
2. Complete the Information in the **'General Vendor Information'** section:
 - a. **Vendor Name** – Defaults based on the information entered for the **'Vendor Name'** when beginning the registration. This is the legal name of your business and will be how buyers with the State of North Carolina find your business in the system. If you are doing business as an individual, please use your full legal name. The **'Vendor Name'** can be changed at any time.

Note: The **'Vendor Name'** field has a maximum length of 30 characters (including spaces, punctuation, and special characters). Please enter as much of the company's name as will fit in the free-text field. Proactively providing buyers with the shortened name can help avoid confusion.

- b. **Ariba Network ID** – If the company has registered on the Ariba Commerce Services Network, the Ariba Network ID should be entered in this field. If the company does not have an Ariba Network ID, the field should be left blank. For an explanation of Ariba Services, visit www.ariba.com.
- c. **Dun and Bradstreet Number** – The Dun and Bradstreet Number is a worldwide method of classifying businesses. The number can be used to uniquely identify a business, or to link it to other entities within a corporation. If the company does not have a Dun and Bradstreet Number, this field should be left blank.
- d. **What is the address of your company's website?** – Enter the website for your company in this field. If your company does not have a website, the field can be left blank. The website should be in the following format: <http://www.ncgov.com>.

Note: For individuals, the Ariba Network ID, Dun and Bradstreet Number, and Company Website will more than likely not need to be completed.



E-Procurement

Welcome: **Company ABC**

☒ Required Information

☒ Username/Password

☒ Main Contact

☐ Company Information

☐ HUB Categories

☐ Locations/Contacts

☐ Commodity Selection

☐ Construction Codes

☐ eQuote

☐ Terms of Use

☐ VendorLink

Registration Summary

[Logout](#)

Click **Save** or **Continue to Save** Your Changes on Every Page

Statewide Vendor Registration

Saved Main Contact information.

General Vendor Information

Please answer some basic questions about your organization. After you have completed the General Company Information, Tax Information and Individual Business Characteristics for your Company, click Save to proceed with your registration.

Fields in **bold** are required.

Vendor Name

Company ABC

Ariba Network ID (if applicable)

If you have registered on the Ariba Commerce Services Network, enter your Ariba Network ID. For an explanation of Ariba's services, please go to www.Ariba.com.

Dun and Bradstreet Number (if applicable)

No dashes or other punctuation. Example: 322342535

What is the address of your company's website?

If your company has a website enter the address here. Example: <http://www.ncgov.com>



3. Complete the 'Tax Information' for the company.

- a. **Federal Tax ID Number** – This is not an editable field. The Federal Tax ID number is defaulted from the information entered when beginning the registration.
- b. **Name that appears on 1099 form** – If a 1099 form should be prepared to report payments received to the IRS, enter the name that should appear on the form here. This field has a maximum length of 30 characters (including spaces, punctuation, and special characters).

Note: The full legal name of an individual or an owner of a sole proprietorship should be entered in this field as it would appear on the 1099 form. Tips for registering as an individual or sole proprietor may be found in the [Registering with NC E-Procurement - Individuals/Sole Proprietors Job Aid](#).

- c. **Do you Factor your Receivables to an external third party?** – If another business entity should receive payment for the goods or services provided by your company, the information should be specified here. The vendor's name, address and phone number should be listed in the field.

Tax Information
Federal Tax ID Number 998877889
Name that appears on 1099 form (if different from above) <input type="text"/>
Do you factor your receivables to an external third party? <input type="radio"/> Yes <input checked="" type="radio"/> No
If you answered Yes to the previous question, please provide Name, Address and Phone of the external third party to which you factor your receivables: <input type="text"/>



4. Complete the 'Individual and Business Characteristics'

- a. Check all boxes that apply when describing the company. If none listed apply, the fields should be left blank.

Note: Individuals and sole proprietorships registering with a Social Security Number MUST select 'Individual.' Tips for registering as an individual or sole proprietor may be found in the [Registering with NC E-Procurement - Individuals/Sole Proprietors Job Aid](#).

Individual and Business Characteristics

Check all that apply.

- ☐ [Corporation](#)
- ☐ [Individual](#)
- ☐ [Partnership](#)
- ☐ [Sole Proprietorship](#)
- ☐ [Medical/Health Corporation](#)
- ☐ [Sub-Chapter S Corporation](#)

- b. **Is your business Not for Profit?** – Change the radio button to 'Yes' or 'No' depending on whether or not the company is a non-profit organization.
- c. **Is your business any of the following:** – Check any boxes that apply. If none listed apply, the fields should be left blank.
- d. **Which of the following characteristics, if any, describe the owner(s) of your business:** – Check all fields that apply. If none apply, the fields should be left blank.

Note: An owner is described as a person who owns at least 51% of the business, or stock in the case of a corporation, and controls the management and daily operations of the business.

Note: Any characteristics that are blue and underlined are hyperlinks that will take users to a new window providing a brief description of each characteristic.

Is your business Not for Profit?
☒ No ☐ Yes

Is your business any of the following:
Check all that apply

- ☐ [A Small Business](#)
- ☐ [Disabled Business Enterprise](#)
- ☐ [Non Profit Work Center for the blind and severely disabled](#)

Which of the following characteristics, if any, describe the owner(s) of your business:

Owner: person who owns at least 51% of the business, or stock in the case of a corporation, and controls the management and daily operations of the business.

Check all that apply.

- ☐ African American (Black)
- ☐ Asian American (including Pacific Islander)
- ☐ Hispanic/Latino American (Mexican, Caribbean Islander, Central or South American, other Portuguese or Spanish origin)
- ☐ Person with Disability
- ☐ [Socially and Economically Disadvantaged](#)
- ☐ Woman
- ☐ American Indian (including Alaskan Native) - Please select appropriate tribe:
Select ▼



Please refer to the below table for guidance selecting business characteristics:

If you are a(n):	Register with:	'Vendor Name'	'Name that appears on 1099 form'	Check 'Individual'	Check 'Sole Proprietorship'	Check 'Small Business'	Check 'Corporation'
Individual	Social Security Number	Individual's Full Legal Name	LEAVE BLANK	YES	NO	NO	NO
Sole Proprietorship	Social Security Number	Company's Name	Owner's Full Legal Name	YES	YES	NO	NO
Small Business	Federal Tax ID Number	Company's Name	LEAVE BLANK	NO	NO	YES	NO
Corporation	Federal Tax ID Number	Corporation Name	LEAVE BLANK	NO	NO	NO	YES



- e. **Government: Are you registering as a government entity?** – Change the radio button to the response that matches the company description. If the vendor is not a government agency, then the **'No'** radio button should be selected.
- f. **School/College/University: Are you registering an educational entity?** – Change the radio button to the response that matches the company description. If the company is not a Community College, local school system, or university, the **'No'** radio button should be selected.

Note: Do not select both a **'Government'** option and a **'School/College/University'** option. Only one option from either section should be selected, if applicable. For example, a North Carolina public university would select **'No'** under **'Government'** and **'NC University System'** under **'School/College/University.'** Private educational institutions should select **'No'** in both sections.

- g. **Does your business provide:** – Select the radio button that describes the commodities that the company provides. If the company provides both goods and services, select the radio button next to **'Both Goods and Services.'**
- h. **Does your business provide medical services:** – Select the corresponding radio button.

Government:
Are you registering a government entity?

☒ No

☐ NC Local Government Entity

☐ NC State Government Entity

☐ Out of State Government Entity (State or Local)

☐ US Federal Government Entity

School/College/University:
Are you registering an educational entity?

☒ No

☐ NC Community College

☐ NC Local School System

☐ NC University System

☐ Out of State University

☐ Historically Black College or University

Does your business provide:

☐ Both Goods and Services ☒ Goods Only ☐ Services Only

Does your business provide medical services:

☒ No ☐ Yes

5. Click **'Save.'**



VII. HUB Categories

1. Complete the HUB Selection for the company.

Note: HUB Vendors are Historically Underutilized Businesses. Official HUB Certification must be received from the HUB Office. The company's HUB status will remain as **'Self-Designated'** until notification of certification has been received. To learn about Historically Underutilized Businesses and to complete registration, visit <http://www.doa.state.nc.us/hub/>.

2. Click **'Continue.'**

The screenshot shows the registration interface. On the left is a sidebar with a list of steps: Required Information, Username/Password, Main Contact, Company Information, HUB Categories (highlighted), Locations/Contacts, Commodity Selection, Construction Codes, eQuote, Terms of Use, VendorLink, Registration Summary, and Logout. A red box highlights the text 'Click Save or Continue to Save Your Changes on Every Page'. At the top right, a message says 'Saved General Company information.' Below this, a grey box contains instructions: 'The HUB selections available are automatically generated based upon the business characteristics you selected on the Company Information page. You must select your desired HUB Category and click 'Continue' in order for your selection to be saved.' The main content area explains that businesses in certain categories are considered Historically Underutilized Businesses (HUBs) if at least 51% of the business or stock is owned by one or more persons in the respective category, and the management and daily business operations of the firm are controlled by the HUB listed as owning 51% interest or stock in the firm. It also states that official HUB certification must be received from the HUB Office, and the company's status will remain Self-Designated until notification is received. Under the heading 'Check only one of these HUB categories:', there are two radio button options: 'None' and 'Disabled-Owned Business Enterprise' (which is selected). A 'Continue' button is at the bottom, circled with a dashed line.

☒ Required Information
☒ Username/Password
☒ Main Contact
☒ Company Information
☐ **HUB Categories**
☐ Locations/Contacts
☐ Commodity Selection
☐ Construction Codes
☐ eQuote
☐ Terms of Use
☐ VendorLink
 Registration Summary
[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

Saved General Company information.

The HUB selections available are automatically generated based upon the business characteristics you selected on the Company Information page.

You must select your desired HUB Category and click 'Continue' in order for your selection to be saved.

Businesses in the following categories are considered Historically Underutilized Businesses (HUBs) if at least fifty-one percent (51%) of the business, or stock in the case of a corporation, is owned by one or more persons in the respective category; and the management and daily business operations of the firm are controlled by the HUB listed as owning 51% interest or stock in the firm.

Official HUB certification must be received from the HUB Office. Your company's HUB status will remain Self-Designated, until notification of certification has been received.

Check only one of these HUB categories:

☐ None
☒ [Disabled-Owned Business Enterprise](#)

[Continue](#)

VIII. Locations/Contacts

1. If necessary, add any additional contacts to the account by clicking the **'New Contact'** button.

Note: Only persons listed on the account will have permission to obtain the login information from the Help Desk and/or make changes to the account.



E-Procurement

Welcome: **Company ABC**

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☐ **Locations/Contacts**
- ☐ Commodity Selection
- ☐ Construction Codes
- ☐ eQuote
- ☐ Terms of Use
- ☐ VendorLink

Registration Summary

Logout

Click **Save** or **Continue** to Save Your Changes on Every Page

Statewide Vendor Registration

Saved Historically Underutilized Businesses information.

In order to complete the Contact, Bank Account and Location information for your company, click the Edit button to review existing information. Click the New Contact, New Bank Account and New Location Buttons to enter this information for your company. Once you have completed the company information details, click the Continue button to proceed with your registration.

Contacts

New Contact

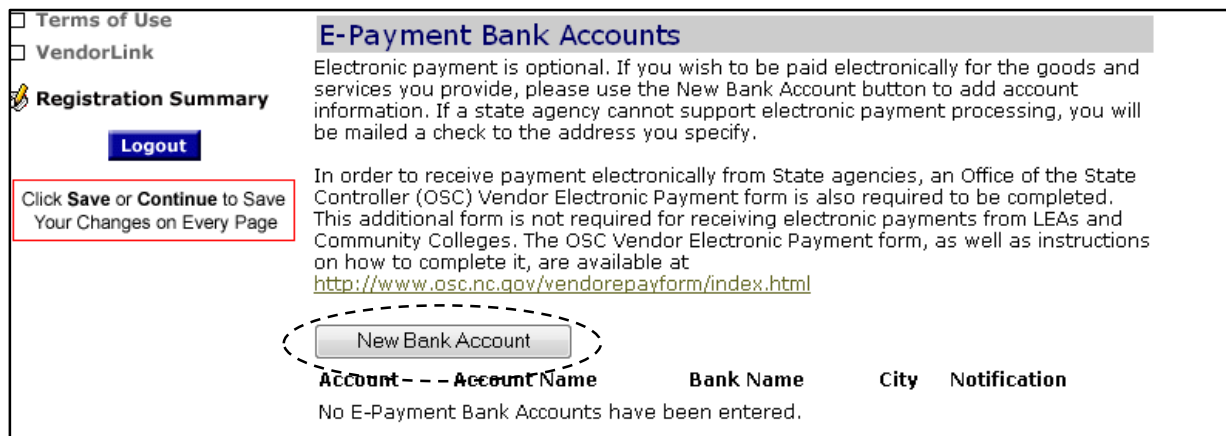
Last Name	First Name	Title	Phone	Email
test	test	test	999-999-9999	emailaddress@yahoo.com

[Edit](#) | [Delete](#)

2. If the company would prefer to receive payment electronically, complete the E-Payment Bank Account information by clicking the **'New Bank Account'** button. To complete this form, the following information is needed:

- a. Account Number
- b. Routing Number
- c. Bank Name and Address

Note: If doing business with State Agencies, a Vendor Electronic Payment form will need to be completed and mailed to the Office of the State Controller. To obtain a copy of the form, visit <http://www.osc.nc.gov/vendorepayform/index.html>. If an entity using NC E-Procurement is unable to send electronic payment, a check will be sent via US Mail.



☐ Terms of Use

☐ VendorLink

Registration Summary

Logout

Click **Save** or **Continue** to Save Your Changes on Every Page

E-Payment Bank Accounts

Electronic payment is optional. If you wish to be paid electronically for the goods and services you provide, please use the New Bank Account button to add account information. If a state agency cannot support electronic payment processing, you will be mailed a check to the address you specify.

In order to receive payment electronically from State agencies, an Office of the State Controller (OSC) Vendor Electronic Payment form is also required to be completed. This additional form is not required for receiving electronic payments from LEAs and Community Colleges. The OSC Vendor Electronic Payment form, as well as instructions on how to complete it, are available at <http://www.osc.nc.gov/vendorepayform/index.html>

New Bank Account


Account	Account Name	Bank Name	City	Notification
No E-Payment Bank Accounts have been entered.				

- Click the **'New Location'** button to specify where purchase orders, payments and invoices should be sent for the company.

Locations

In order to complete the Locations/Contacts page, your company must ensure that one location is entered (ordering, remit, and billing sections). You will not be able to move from this page until these minimum requirements are met.

Attention vendors, completion of the Locations/Contacts page does not complete the registration process. In order to be listed as a valid supplier, your company must complete each of the remaining pages and accept the NC Terms of Use.



~~No locations have been entered.~~

- Location Name** – This should be used to uniquely identify the location. Buyers use the **'Location Name'** to select the destination for their purchase order. The **'Location Name'** should include any information needed to uniquely identify the location: Division name, subsidiary business name, geographic location, product division, etc. When adding more than one location, this will help buyers distinguish between the different locations. This field has a maximum length of 30 characters (including spaces, punctuation, and special characters).


Note: Individuals should enter the city and state where they are located in the **'Location Name'** field. Tips for registering as an individual may be found in the [Registering with NC E-Procurement - Individuals/Sole Proprietors Job Aid](#).

Note: Sole proprietorships should enter the owner's full legal name in the **'Location Name'** field. Tips for registering as a sole proprietor may be found in the [Registering with NC E-Procurement - Individuals/Sole Proprietors Job Aid](#).

Statewide Vendor Registration

Welcome: Company ABC

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☐ Locations/Contacts
- ☐ Commodity Selection
- ☐ Construction Codes
- ☐ eQuote
- ☐ Terms of Use
- ☐ VendorLink

 **Registration Summary**

[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

Location Information

In order to complete the Locations/Contacts page, your company must ensure that one location is entered (ordering, remit, and billing sections). You will not be able to move from this page until these minimum requirements are met. Once you have completed all of this information, click the Save button to proceed with your registration.

Attention vendors, completion of the Locations/Contacts page does not complete the registration process. In order to be listed as a valid supplier, your company must complete each of the remaining pages and accept the NC Terms of Use.

Fields in **bold** are required.

Location Name
Buyers use the Location Name to select the destination for their purchase order. The Location Name should include any information needed to uniquely identify the location: Division name, subsidiary business name, geographic location, product division, etc.



Please refer to the below table for guidance selecting a location name:

If you are a(n):	Registered with:	'Location Name'
Individual	Social Security Number	Town or City of Residence
Sole Proprietorship	Social Security Number	Owner's Full Legal Name
Small Business	Federal Tax ID Number	Store Number, Division Name, Subsidiary Name, etc.
Corporation	Federal Tax ID Number	Store Number, Division Name, Subsidiary Name, etc.

5. Complete the 'Order From Address' information.

- Vendor prefers orders via** – Select the preferred method of receiving orders from entities using NC E-Procurement: Fax, Email, or Ariba Commerce Services Network.
- Does this location accept P-Cards?** – This is a form of credit card that allows buyers to procure goods and services without utilizing standard purchasing processes. Change the radio button to indicate whether or not the company accepts credit cards.
- Ordering Email Address** – Enter the email address where purchase orders for the location should be emailed. If 'Fax' was selected in the 'Vendor prefers orders via' section, the 'Ordering Email Address' field can be left blank.
- Confirm Ordering Email Address** – Re-enter the email address that was typed in the previous field.
- Ordering Fax** – Enter the fax number where purchase orders for the location should be faxed. If 'Email' was marked in the 'Vendor prefers orders via' section, the 'Ordering Fax' field can be left blank. The fax number should be in 999-999-9999 format.

Your Changes on Every Page

Order From Address Address to which purchase orders will be sent

Vendor prefers orders via

☒ Email
 ☐ Fax
 ☐ Ariba Commerce Services Network, if applicable
You do not currently have Ariba Network ID. Please click [here](#) to add one if you select Ariba Commerce Services Network as your preferred ordering method.

Company Information

Does this location accept P-Cards?

☒ No
 ☐ Yes

If yes, what type of P-Cards are accepted?

☐ Visa
 ☐ American Express
 ☐ MasterCard
 ☐ Discover
 ☐ Diners Club

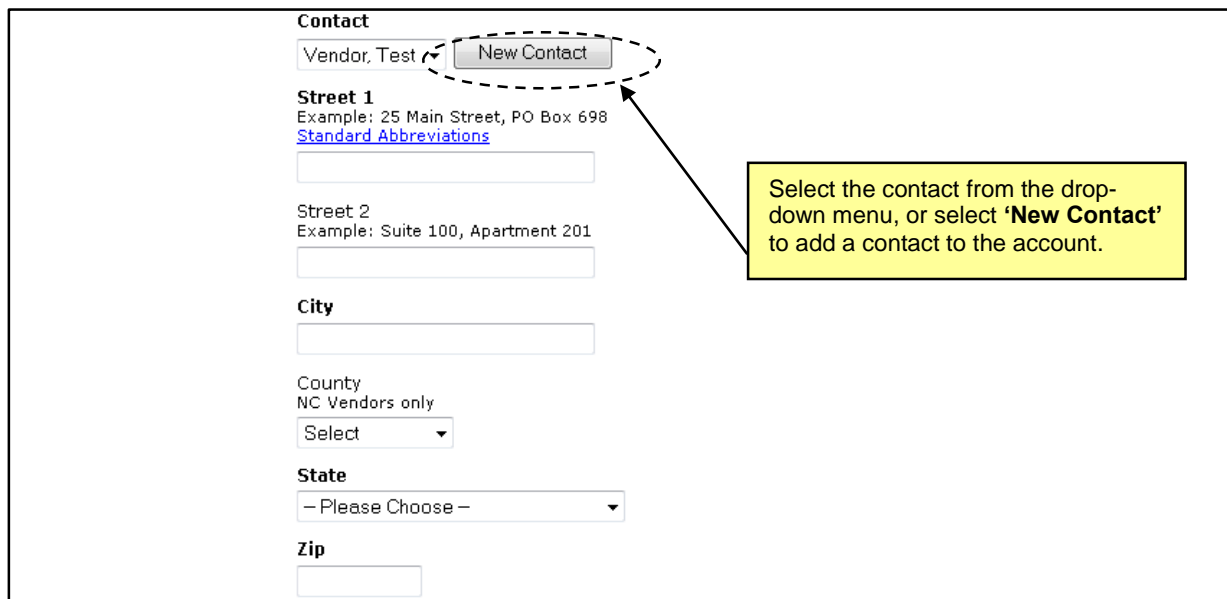
Ordering Email Address
Example: Jane@hercompany.com

If you don't have an email address, please visit the [Yahoo! Free Email Site](#) (<https://login.yahoo.com>), and click on Sign Up.

Confirm Ordering Email Address
Please confirm your email address by re-entering it here.

Ordering Fax
Select a country code from the list (Example: 1 for US and Canada, etc.) and then enter the phone number. For the country code 1, please enter in this format: 123-456-7890. For all other country codes, please enter the phone number using only digits. For a listing of country codes, click [here](#).

- f. **Contact** – Select the person from the drop-down menu that should be the contact for receiving the purchase orders. The printed purchase orders will show this person as the contact for the company. If the person is not listed in the drop-down menu, click the **'New Contact'** button to create a new contact.
- g. **Street 1 and Street 2** – Enter the street address or PO Box for where purchase orders should be sent.
- h. **City** – Enter the city where the address is located.
- i. **County** – Select the county where the address is located. This should only be completed if the vendor is located within the State of North Carolina.
- j. **State** – Select the State where the address is located.
- k. **Zip** – Enter the postal zip code.



Contact
Vendor, Test

Street 1
Example: 25 Main Street, PO Box 698
[Standard Abbreviations](#)

Street 2
Example: Suite 100, Apartment 201

City

County
NC Vendors only
Select ▼

State
– Please Choose – ▼

Zip

Select the contact from the drop-down menu, or select **'New Contact'** to add a contact to the account.

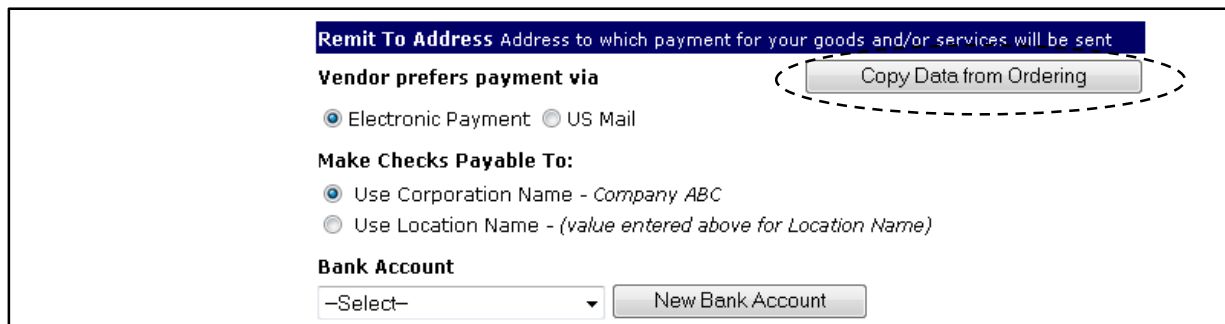
6. Complete the **'Remit to Address,'** which is the address to which payment for goods and services should be sent.

Note: If the mailing address is the same as the information entered in the **'Order From Address'** section, users can click the **'Copy Data from Ordering'** button that will pre-fill the mailing information in the **'Remit to Address'** section.

- a. **Vendor prefers payment via** – Select either Electronic Payment or US Mail. If an electronic bank account was not entered, US Mail should be selected.
- b. **Make Checks Payable To** – Select either **'Use Corporation Name'** or **'Use Location Name.'** The Corporation Name is the name entered in the **'Vendor Name'** field while completing the Company Information. The Location Name is the value entered in the **'Location Name'** field at the beginning of this section.

Note: The name selected for the **'Make Checks Payable To'** section should match the name listed on the company's W-9 form (when registering with a federal tax ID number) or the individual's 1099 form (when registering with a Social Security Number).

- c. **Bank Account** – Select the bank account for payments made for goods and services purchased. If US Mail is selected, vendors can leave this field with the defaulted value.



- d. **Contact** – Select the contact that should be associated with payments made to the company. If the contact is not listed in the drop-down menu, select **'New Contact'** to create a new contact.
- e. **Street 1 and Street 2** – Enter the street address or PO Box for where payments should be sent.
- f. **City** – Enter the city where the address is located.
- g. **County** – Select the county where the address is located. This should only be completed if the vendor is located within the State of North Carolina.
- h. **State** – Select the State where the address is located.
- i. **Zip** – Enter the postal zip code.
- j. **Fax** – Enter the fax number for the address.



7. Complete the **'Bill To Address'** section, which is the address to which the transaction fee invoice for NC E-Procurement will be sent.

Note: If the mailing address is the same as the information entered in the **'Order From Address'** section, users can click the **'Copy Data from Ordering'** button that will pre-fill the mailing information in the **'Bill To Address'** section.

Bill To Address Address to which service fee for E-Procurement will be sent
Based on the purchases to your company, the billing contact identified below will receive invoice(s) for the marketing fee as described in the NC Terms of Use. An example is provided below.

Your company receives a Purchase Order for \$100 worth of widgets.
Your company ships 200 widgets at a total of \$100 dollars to the agency which requested them.
Your company is paid in full for the \$100 worth of widgets.
Your company receives an invoice for \$1.75 from NC E-Procurement.
Your company has 30 days to remit \$1.75 to Information Technology Services.

Refer to the [NC Terms of Use - Marketing Fee](#) for details regarding the 1.75% fee.

Vendor prefers bills delivered via
☒ Email ☐ Fax

[Copy Data from Ordering](#)

- Vendor prefers bills delivered via** – Select the radio button next to Email or Fax depending on how the company prefers to receive invoices from NC E-Procurement.
- Billing Email Address** – Enter the email address to which invoices should be emailed. If Fax was selected as the preferred delivery method, the Billing Email Address can be left blank.
- Billing Fax** – Enter the number to which invoices should be faxed. This field can be left blank if Email was selected as the preferred delivery method. The fax number should be in 999-999-9999 format.
- Contact** – Select the person from the drop-down menu who should be the contact to receive invoices. This person may be contacted if there are questions about payments. If the contact is not listed in the drop-down menu, select **'New Contact'** to add an additional contact to the account.

Billing Email Address
Example: Jane@hercompany.com

If you don't have an email address, please visit the [Yahoo! Free Email Site](#) (<https://login.yahoo.com>), and click on Sign Up.

Confirm Billing Email Address
Please confirm your email address by re-entering it here.

Billing Fax
Select a country code from the list (Example: 1 for US and Canada, etc.) and then enter the phone number. For the country code 1, please enter in this format: 123-456-7890. For all other country codes, please enter the phone number using only digits. For a listing of country codes, click [here](#).

Contact



- e. **Street 1 and Street 2** – Enter the mailing address to which invoices should be sent for the company.
 - f. **City** – Enter the City where the address is located.
 - k. **County** – Select the county where the address is located. This should only be completed if the vendor is located within the State of North Carolina.
 - l. **State** – Select the State where the address is located.
 - m. **Zip** – Enter the postal zip code.
8. Click **'Save.'** The new location is saved.

Street 1
Example: 25 Main Street, PO Box 698
[Standard Abbreviations](#)

Street 2
Example: Suite 100, Apartment 201

City

County
NC Vendors only

Select ▾

State

– Please Choose – ▾

Zip

Save

Cancel

Note: If an additional location needs to be added, select the **'New Location'** button again and complete steps 4-8 in **Section VIII**.

9. Click **'Continue.'**

New Location

Company ABC		Edit	Delete
Order From: Orders: via EMAIL Email: company@abc.com Fax: Contact: Test Vendor 123 Main St Raleigh, NC 27609 Wake	Remit To: Payment: via USMAIL Make Checks Payable To: Company ABC Fax: Contact: Test Vendor 123 Main St Raleigh, NC 27609 Wake	Bill To: Bill: via EMAIL Email: company@abc.com Fax: Contact: Test Vendor 123 Main St Raleigh, NC 27609 Wake	

Continue

IX. Commodity Selection

1. Select the appropriate commodity codes that describe the goods and/or services that the company provides. More than one commodity code can be selected.

Note: There may not be a commodity code that specifically describes the commodities that the company provides. Select the commodity codes that fit best.

2. Once all applicable commodity codes are selected, click '**Save**' at the bottom of the page.

☐ 556 Mass Transportation - Transit Bus

☐ 557 Mass Transportation - Transit Bus Accessories, Parts

☐ 863 Tires and Tubes

☐ 864 Train Controls, Electronic

Save

X. Construction Codes

1. Construction codes identify products and services provided by companies in the construction industry. Use the links to jump to the appropriate categories. Select the construction codes that apply to the company. If none apply, this section can be left blank.

☒ Main Contact
☒ Company Information
☒ HUB Categories
☒ Locations/Contacts
☒ Commodity Selection
☐ **Construction Codes**
☐ eQuote
☐ Terms of Use
☐ VendorLink

☒ **Registration Summary**

Logout

Click **Save** or **Continue** to Save Your Changes on Every Page

Construction Codes Selection

Save

Construction codes identify the products and services provided by companies in the construction industry. If your company provides construction goods and/or services, use the links below to jump to the appropriate categories. Once you have selected the Construction Codes that apply to your company, click the Save button to proceed with your registration.

Select all codes that apply.

[Division 01 - General Requirements](#)
[Division 02 - Site Construction](#)
[Division 03 - Concrete](#)
[Division 04 - Masonry](#)
[Division 05 - Metals](#)
[Division 06 - Wood and Plastics](#)
[Division 07 - Thermal and Moisture Protection](#)
[Division 08 - Doors and Windows](#)
[Division 09 - Finishes](#)
[Division 10 - Specialties](#)
[Division 11 - Equipment](#)
[Division 12 - Furnishings](#)
[Division 13 - Special Construction](#)
[Division 14 - Conveying Systems](#)
[Division 15 - Mechanical](#)
[Division 16 - Electrical](#)


Select the categories to jump to the section of construction codes that fall under that category.

Note: Construction Commodity Codes can be selected in both the '**Commodity Codes**' section and the '**Construction Codes**' section of the registration.

- Once all applicable construction codes are selected, click **'Save.'**

Division 16 - Electrical ([back to top](#))

- ☐ 16050 Basic Electrical Materials and Methods
- ☐ 16700 Communications
- ☐ 16200 Electrical Power
- ☐ 16500 Lighting
- ☐ 16400 Low-Voltage Distribution
- ☐ 16800 Sound and Video
- ☐ 16300 Transmission and Distribution
- ☐ 16100 Wiring Methods



XI. eQuote


- Select either **'I want to participate in eQuote'** or **'No, I do not want to participate in eQuote now. I am ready to complete my registration. I understand that I may log in again later and register for eQuote.'**

Note: eQuote is an electronic service that allows suppliers to receive and respond to electronic requests for quotation from buyers within the State of North Carolina.

- If **'I want to participate in eQuote'** is selected, select the **'Main eQuote Contact Location'** and **'Main eQuote Contact'** and click **'Submit.'**

Welcome: Company ABC

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☒ Locations/Contacts
- ☒ Commodity Selection
- ☒ Construction Codes
- ☐ eQuote
- ☐ Terms of Use
- ☐ VendorLink
- Registration Summary



Click **Save** or **Continue** to Save Your Changes on Every Page

eQuote Registration

Thank you for your interest in eQuote registration. In order to process your request we will need you to select a Main eQuote Contact Location and Main eQuote Contact to serve as our contact point for eQuote.

Please complete the form below and click the submit button to finish the North Carolina eQuote registration process. If you have already completed eQuote registration on an earlier date, your eQuote settings are listed below. Click Continue to proceed to the next page.

Main eQuote Contact Location
This is the office address of your Main eQuote Contact.
To create a new location, click on the "Locations/Contacts" link in the left-hand tool bar.
Anytown, NC ▼

Main eQuote Contact
This is the person that will sponsor and manage the implementation of eQuote within your company.
To create a new contact, click on the "Locations/Contacts" link in the left-hand tool bar.
Doe, John ▼

Note: Within 2 business days, the Main eQuote Contact will receive an additional email with the username and password for the eQuote account.



XII. Terms of Use

1. Review the Terms of Use and select either '**I Accept the Terms of Use**' or '**I Decline the Terms of Use.**' The NC E-Procurement Terms of Use may be found online at http://eprocurement.nc.gov/Documents/terms_of_use_doc.pdf.

14. **LIMITATION OF LIABILITY** You expressly understand and agree that the State, including its officers, employees, and agents (including the TPA) involved, directly or indirectly, in the delivery and operation of the Service, shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to, damages for loss of profits, goodwill, use, data or other intangible losses (even if the State has been advised of the possibility of such damages), resulting from: (i) the use or the inability to use the Service; (ii) unauthorized access to or alteration of your transmissions or data; (iii) statements or conduct of any third party on the Service; or (iv) any other matter relating to the Service.
15. **APPLICABLE LAW** By visiting the North Carolina E-Procurement Service, you agree that the laws of the State of North Carolina, without regard to principles of conflict of laws, will govern these Terms of Use and any dispute of any sort that might arise between you and the State or its third party agents.

[I Accept the Terms of Use.](#) [I Decline the Terms of Use.](#)

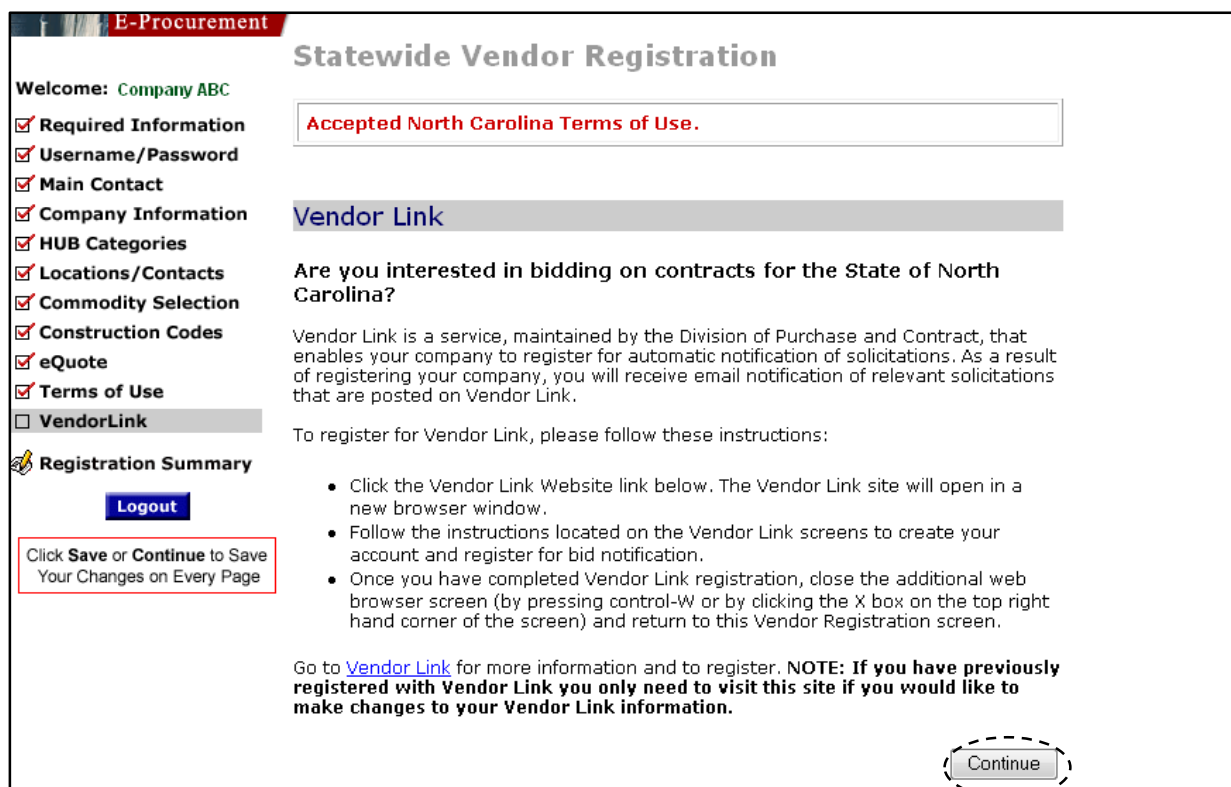
Note: If the Terms of Use are declined, the company will not be registered with NC E-Procurement. If you have questions about the transaction fee referenced in the Terms of Use, please refer to the '**Fee Questions**' section of the Vendor Frequently Asked Questions on the NC E-Procurement web site at <http://eprocurement.nc.gov/Vendor/FAQ.html>.

XIII. Vendor Link

1. Vendor Link is a service maintained by the Division of Purchase & Contract that enables companies to register for automatic notifications of formal solicitations from buyers within the State of North Carolina. To complete registration for Vendor Link, visit <https://www.ips.state.nc.us/ips/Vendor/Vndrmess.asp>.

Note: The Vendor Link website is not maintained by the NC E-Procurement Help Desk. If there are any questions while completing the Vendor Link registration, please contact the Division of Purchase & Contract at 919-807-4500.

2. Click 'Continue.'



The screenshot shows the 'Statewide Vendor Registration' page. On the left is a sidebar with a 'Welcome: Company ABC' message and a list of registration steps: Required Information, Username/Password, Main Contact, Company Information, HUB Categories, Locations/Contacts, Commodity Selection, Construction Codes, eQuote, Terms of Use, and VendorLink (which is currently selected). Below these steps is a 'Registration Summary' section with a 'Logout' button and a red-bordered box containing the text: 'Click Save or Continue to Save Your Changes on Every Page'. The main content area has a title 'Statewide Vendor Registration' and a red-bordered box with the text 'Accepted North Carolina Terms of Use.' Below this is a section titled 'Vendor Link' with the question 'Are you interested in bidding on contracts for the State of North Carolina?'. The text explains that Vendor Link is a service for automatic notifications and provides instructions for registration. A 'Continue' button is at the bottom right, circled with a dashed line.

E-Procurement

Welcome: Company ABC

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☒ Locations/Contacts
- ☒ Commodity Selection
- ☒ Construction Codes
- ☒ eQuote
- ☒ Terms of Use
- ☐ VendorLink

Registration Summary

[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

Statewide Vendor Registration

Accepted North Carolina Terms of Use.

Vendor Link

Are you interested in bidding on contracts for the State of North Carolina?

Vendor Link is a service, maintained by the Division of Purchase and Contract, that enables your company to register for automatic notification of solicitations. As a result of registering your company, you will receive email notification of relevant solicitations that are posted on Vendor Link.

To register for Vendor Link, please follow these instructions:

- Click the Vendor Link Website link below. The Vendor Link site will open in a new browser window.
- Follow the instructions located on the Vendor Link screens to create your account and register for bid notification.
- Once you have completed Vendor Link registration, close the additional web browser screen (by pressing control-W or by clicking the X box on the top right hand corner of the screen) and return to this Vendor Registration screen.

Go to [Vendor Link](#) for more information and to register. **NOTE: If you have previously registered with Vendor Link you only need to visit this site if you would like to make changes to your Vendor Link information.**

[Continue](#)



XIV.Registration Summary

1. Review the company information and confirm that everything entered is correct.

Note: This page can be printed for your records by clicking the '**Print this Information**' button.

E-Procurement

Statewide Vendor Registration

Welcome: **Company ABC**

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☒ Locations/Contacts
- ☒ Commodity Selection
- ☒ Construction Codes
- ☒ eQuote
- ☒ Terms of Use
- ☒ VendorLink
- ☒ **Registration Summary**

Logout

Please print this summary page for your records.

If you need to make changes to any of the information you entered, use the links in the left margin to access the information you would like to change.

We look forward to doing business with you!

[Registration Summary](#)

[Print this information](#)

[General Vendor Information](#)

Vendor Name: Company ABC
Ariba Network ID:
Dun and Bradstreet Number:
Website:

2. Click '**Continue.**'

3. The NC E-Procurement Vendor Registration is completed. A red box will be displayed at the top of the page stating **'Congratulations! You have finished the vendor registration process for the State of North Carolina.'** If the registration is completed before 5:00 PM Eastern Time, the company will be visible in the system the following business day. If the registration is completed after 5:00 PM, the registration will take an additional day to process.



E-Procurement

Welcome: **Company ABC**

- ☒ Required Information
- ☒ Username/Password
- ☒ Main Contact
- ☒ Company Information
- ☒ HUB Categories
- ☒ Locations/Contacts
- ☒ Commodity Selection
- ☒ Construction Codes
- ☒ eQuote
- ☒ Terms of Use
- ☒ VendorLink

Registration Summary

[Logout](#)

Click **Save** or **Continue to Save** Your Changes on Every Page

Statewide Vendor Registration

Congratulations! You have finished the vendor registration process for the State of North Carolina.

Thank you for registering!

Supplier Benefits

Suppliers will receive increased access to markets, simplified processes/reduced costs, and service & support, as follows:

Increased Access to Markets

- Electronic access to North Carolina state agencies and institutions, local educational authorities, universities, community colleges, and local governments, which represent a combined annual purchasing power of over \$10 billion.
- Opportunity to do business electronically in a national marketplace, which includes additional public sector buying organizations.